

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	VALENCERINA		
FIRST NAME	SUSAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MORENO		
3. DATE OF BIRTH (mm/dd/yyyy)	22/10/1961	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. GABAS, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: Separated	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.55m	ZIP CODE	House/Block/Lot No. Street ZONE-1 NAGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	62kg.		6521
9. BLOOD TYPE	A		House/Block/Lot No. Street ZONE-1 NAGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005931234		6521
11. PAG-IBIG ID NO.	121109601616	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-025010572-0	20. MOBILE NO.	09982525798
13. SSS NO.	09-1110748-7	21. E-MAIL ADDRESS (if any)	susan.valencerina@vsu.edu.ph
14. TIN NO.	926-679-694		
15. AGENCY EMPLOYEE NO.	V01262		

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	VALENCERINA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDGAR	NAME EXTENSION (JR., SR)	EDMUND MORENO VALENCERINA	3/19/88
MIDDLE NAME	SACUROM		LESTER MORENO VALENCERINA	5/14/89
OCCUPATION	Former OFW and Former Brgy. Kagawad			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MORENO			
FIRSTNAME	RAYMUNDO			
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME	ESCUADRA			
FIRSTNAME	SOLEDAD			
MIDDLE NAME	POLEA			

III. EDUCATIONAL BACKGROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
			From	To				
ELEMENTARY	Baybay East Central School Baybay, Leyte	Elementary	1968	1974	N/A	1974	N/A	
SECONDARY	Franciscan College of the Immaculate Conception, Baybay, Leyte	Secondary	1974	1978	N/A	1978	N/A	
COLLEGE	Southwestern University, Cebu City	Bachelor of Science in Commerce-Major in Accounting	1978	1982	N/A	1982	N/A	
VOCATIONAL / TRADE COURSE	System Technology Institute Ormoc City	Basic Computer "Power Pack 1.7"	Oct.2001	Oct. 2001	N/A			
(Continue on separate sheet if necessary)								
SIGNATURE			DATE		December 6, 2024			

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 6, 2024	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A			N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

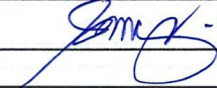
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Excellent Customer Service	9/10/2024	9/13/2024	4 days	Technical	POAP, Tagaytay City
	Accounting For Non Accountants	9/11/2023	9/14/23	4 days	Technical	COA, Reg. Office # 8 Palo, Leyte
	ISO 9001:2015 Awareness & Re-awareness	8/29/23	8/29/23	4Hours	Technical	Dr. Eduardo Mangaoang
	Laws & Rules of Government Expenditures	9/13/22	9/16/22	4 days	Technical	COA, Reg. Office # 8 Palo, Leyte
	Hands-Only Cardiopulmonary Resuscitation	7/22/22	7/22/22		Technical	Department of Health
	ISO 9001:2015 Awarenes & Re-Awareness	8/30/22	8/30/22	4 Hours	Technical	Dr. Edgardo E. Tulin
	Conference on Gender & Disaster Risk Governance	7/27/22	7/27/22		Technical	Dr. Eduardo Mangaoang
	Training Online Payroll Deductions	7/24/22	7/24/22	2 Hours	Technical	VSU-HRIS Staff
	Webinar: RA11313 Safe Space Act	12/10/2020	10/12/2020	3 Hours	Technical	VSU-ISRDS
	Webinar ISO 9001:2015 Awareness/Re-awareness	11/27/2020	27/11/2020	4 Hours	Technical	Ms. Elvira E. Ongy
	Orientation Workshop Among JO, Clerk & Lab. Tech.	1/15/2019	15/01/2019	8 Hours	Technical	Dr. Lourdes B. Cano
	Frontline Orientation Customer & Work Values	09/09/2019	09/09/2019	8 Hours	Technical	Dr. Lourdes B. Cano
	Target Setting Workshop (IPCR)	20/08/2018	21/08/2018	16 Hours	Technical	Dr. Lourdes B. Cano
	Orientation Basic Customer Service	05/09/2017	05/09/2017	8 Hours	Technical	Dr. Lourdes B. Cano
	ISO Orientation and Writeshop	21/09/2015	21/09/2015	8 Hours	Technical	Dr. Lourdes B. Cano
	Service Staff Training (OFW)	Dec. 8, 1991	Dec. 12, 1991	5 Days	Technical	International Center Services Corp.
	Pre-departure Orienatation Seminar (OFW)	March 6,1991	March 6,1991	4 Hours	Technical	OWWA, Manila, Philippines
	Training and Seminar At National Census Office	03/05/1985	07/05/1985	5 days	Technical	NCSO Tacloban City

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer literate				ADPA
	Typing				
	Cooking				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 6, 2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☐ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☒ YES☐ NO

If YES, give details:
resignation

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____


☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)


NAME	POSITION/ADDRESS	TEL. NO.
Ms. Louella C. Ampac	Director of Finance, VSU Baybay City	9175423297
Mr. Nick Freddy R. Bello	OIC-Head, Accounting Office, VSU, Baybay City	9292255015
Ms. Beverly Ann B. Elnas	Accountant 1	9062464222

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



SUSAN M. VALENCERINA

PHOTO



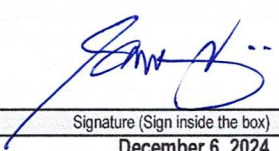
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Government Issued ID (ID, Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number: Philhealth 13-025010572-0


Government Issued ID: Tax Identification Number

ID/License/Passport No.: 926-679-694

Date/Place of Issuance: June 10, 2002




Signature (Sign inside the box)
December 6, 2024
Date Accomplished



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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.


2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 1, 2021- Present
 - Position: Administrative Aide III (Casual)
 - Name of Office/Unit: VSU-Accounting Office
 - Immediate Supervisor: Nick Freddy R. Bello
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any):
 - Summary of Actual Duties:
 - Prepared billings and balances of electricity, garbage, water and housing of regular and casual employees for salary deductions in HRIS.
 - Post monthly bills and payments of electricity, garbage, water and housing of VSU Staff, Concessionaires, Dormitories and Staff Dormitory to the individual ledgers.
 - Recapped payments from Report of Collections, In-Banks, Fund Transfers and IGP Collections.
 - Post payments to the individual ledgers and get the balances.
 - Prepared Staff housing repaired and maintenance offsetted to the house rental.
 - Prepared monthly & quarterly schedule of accounts receivables supporting documents submitted to COA.
 - Prepared statement of accounts sent to consumers.
 - Signed clearances of renewal and end of contracts, resignation and retirement.
 - Assigned numbers to all kinds of billings.
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- Duration: Sept. 2011- July 2021
 - Position: Administrative Aide I (Job Order)
 - Name of Office/Unit: VSU-Accounting Office
 - Immediate Supervisor: Mrs Erlinda S. Esguerra
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any):
 - Summary of Actual Duties:
 - Prepared billings and balances of electricity, garbage, water and housing of regular and casual employees for salary deductions.
 - Post monthly bills and payments of electricity, garbage, water and housing of VSU Staff, Concessionaires, Dormitories and Staff Dormitory to the individual ledgers.
 - Recapped payments from Report of Collections, In-Banks, Fund Transfers and IGP Collections.
 - Prepared Staff housing repaired and maintenance offsetted to the house rental.
 - Prepared monthly & quarterly schedule of accounts receivables supporting documents submitted to COA.
 - Prepared statement of accounts sent to consumers.
 - Verify/check employees status filed clearances of renewal and end of contracts, resignation and retirement.
 - Assigned numbers to all kinds of billings.

- Duration: November 2002-July 2007
- Position: Accounting Clerk
- Name of Office/Unit: Rubetan Finance Corporation
- Immediate Supervisor: Philip Sainz
- Name of Agency/Organization and Location: Rubetan Finance Corporation
- Summary of Actual Duties:
 - Concerned in handling monetary transactions that the branch undergoes day by day.
 - Conduct cash counts, bank reconciliation, replenishment and keep the records of daily financial transaction.
 - Process and released of loans, cash advances etc.
 - Prepared accounting reports and other general accounting works.
 - Encode customers data, loans and payments.

- Duration: June 1985- Sept. 1986
- Position: Casual
- Name of Office/Unit: ViSCA, CACCOUNTING OFFICE
- Immediate Supervisor: Mrs Beatriz P. Modina
- Name of Agency/Organization and Location: VISAYAS STATE COLLEGE OF AGRICULTURE
- Summary of Actual Duties:
 - Posted wages of casual employees to individual salary cards.
 - Posted voucher numbers to salary cards
 - Assist in typing remittances, certifications etc.
 - File appointments of casual employees.

Attachment to CS Form No. 212


SUSAN M. VADENCERINA
 (Signature over Printed Name
 of Employee/Applicant)

Date: December 6, 2024